

STATE OF GEORGIA
RECORDS RETENTION SCHEDULE APPLICATION

<i>The Retention Schedule Program will enter this data:</i>	Sheet: 1 of 2 Schedule #: 2000-0031-01 Effective Date: 10/12/2000
---	--

(Agency use)

Date Sent: September 21, 2000

Agency Control No.: 4840700000

Applicant: Department of Transportation
Address: #2 Capitol Square, SW
Atlanta, GA 30334-1002

Creating Office: Office of Legal Services
Address: Office of Legal Services
#2 Capitol Square, SW
Atlanta, GA 30334-1002

Administrator: Catina Tisdale
Office of Legal Services Secretary

Application Type: New

Class: Individual

Series Title: Open Records Request where the Department has information responsive to the request.

Dates of Series: 1995 and [ongoing]

Access: Open

Function Documented: Documentation and materials relating to Open Records Request received by the Offices of the General Office, District and/or Area Offices.

Consists of: All correspondence and material relating to individual Open Record Request .

Media: Paper

Indexed by: Date received by the Department

Retention Requirement: Total of one (1) year

State Law or Regulation: O.C.G.A. 50-18-70, et seq.

(Archives use)

Date Received:

Agency Code: 0484

Control No.:

Phone: 404 656-6168
FAX: 404 656-0909
Email: martha.lamb@dot.state.ga.us

Phone: 404 657-5808
FAX: 404 657-4781
Email: sandra.burgess@dot.state.ga.us

Phone: 404 656-5275
FAX: 404 657-4781
Email: catina.tisdale@dot.state.ga.us

STATE OF GEORGIA
RECORDS RETENTION SCHEDULE APPLICATION

<i>The Retention Schedule Program will enter this data:</i>	<table style="width: 100%; border: none;"><tr><td style="border: none;">Sheet:</td><td style="border: none;">2 of 2</td></tr><tr><td style="border: none;">Schedule #:</td><td style="border: none;">2000-0031-01</td></tr><tr><td style="border: none;">Effective Date:</td><td style="border: none;">10/12/2000</td></tr></table>	Sheet:	2 of 2	Schedule #:	2000-0031-01	Effective Date:	10/12/2000
Sheet:	2 of 2						
Schedule #:	2000-0031-01						
Effective Date:	10/12/2000						

Federal Law or Regulation:


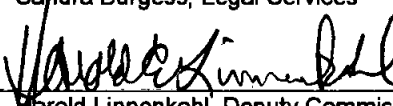
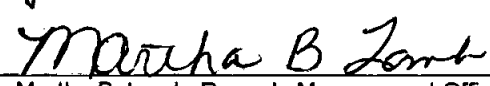
Administrative Need: Hold 1 year for reference as to documents produced.

Cutoff Event: Close out monthly and place in the inactive file

Total Retention: General Office: Hold 1 year then destroy.

District Office: Hold 1 year then destroy.

The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. § 50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the named record series.

Authorized by:		9-19-00
	Sandra Burgess, Legal Services	Date
Concur:		9-20-00
	Harold Linnenkohl, Deputy Commissioner	Date
Submitted by:		9-21-00
	Martha B. Lamb, Records Management Officer	Date

The State Records Committee approves this recommended retention period for the named records series by the named creating office.

Signed:		11/6/00
	for Edward Weldon, Secretary of State Designee	Date